

SECRET

Approved For Release 2000/08/08 : CIA-RDP83-00764R000300090028-1

13 May 1965

MEMORANDUM FOR: Responsible Historical Officers (RHO's)  
of the Clandestine Services

SUBJECT : Activities of a CS/RHO

1. Many of you have asked for a precis of the manner in which you can participate as Responsible Historical Officers of the Clandestine Services. In these early months of our effort, I ask your assistance in four areas.

2. Plan for the History of Your Component

a. The CS History will commence with the closing of OSS on 1 October 1945. Each division and staff of the Clandestine Services has evolved in its own atmosphere of general responsibilities and directives. Also, each has been conditioned by changes worldwide, changes within a country, establishment of new countries, vicissitudes in directives and requirements, and the internal balancing of priorities between components of the Clandestine Services. These shifts have called for repeated administrative and operational adjustments which individually and in total reflect the framework upon which the history of the Clandestine Services is being based. This kind of activity will lend itself to an organizational or functional chronicle, station by station, desk by desk, branch by branch, or activity by activity. It should conclude with an overall chronicle of the division or staff as an entity, thereby showing the interrelationships of the individual elements and their operational achievement as well as the division's or staff's role within and the impact upon the Clandestine Services, the Central Intelligence Agency and the U.S. intelligence community.

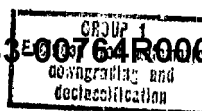
b. In addition, there will be unique operations, unusual assignments of responsibility and fluctuations from what might be considered the normal activity of your component. Such unusual activities, particularly when they have been outstandingly effective or have fallen short of their goal, should be treated separately within a framework of careful analysis and application of the experience of those involved. Papers developed around such activities can often tell a clearer story if treated as individual case studies, termed "monographs" in our historical program.

3. Knowledgeable Persons

The shape which your history takes will to some extent be influenced by those key officers who made that history and their present availability and capability to contribute to its chronicling. In consequence, I ask you, in consonance with

Approved For Release 2000/08/08 : CIA-RDP83-00764R000300090028-1

SECRET



SECRET

other senior officers of your component, to identify officers in the Clandestine Services who have held key roles within the jurisdiction of your component and to provide me with their names, location and pertinent information. As soon as you acquire information indicating the possible resignation or retirement of any of these officers, please notify me so that we may consider utilization of such officers in behalf of the requirements of the DDP. Thus, we can plan sufficiently in advance of resignation or retirement for the contribution of a key officer and can obtain from him that information and those personal experiences which are essential to the rounding out of the CS History.

#### 4. Historical Source Documents

Documentation is the sine qua non of historical writing. The CS History will be based on a combination of source documents, (a) the firsthand experiences described in the preceding paragraph and acquired direct or via tape recordings, (b) those documents which promulgated policy, procedure and decision, and (c) those documents which described for management: opinions held, activity undertaken or support contributed; plus (d) recurring reports (see Attachment A), and (e) existing historical papers (see paragraph 5). Your support is requested in insuring the preservation of these documents, thus providing for their availability to writers of CS History, through the responsible endeavors of your Records Management Officer.

#### 5. Historical Writings

Here we are concerned with a two-headed problem. First is the nascent history and second is the existing historical paper.

a. Nascent Histories. This is the point where preceding efforts described in paragraphs three and four above will be merged to produce a part of the CS History as portrayed in paragraph two. Your role is that of a catalyst, a referrer, a monitor. Attachment B indicates segments of a thorough historical paper; each segment adds to the accuracy and usability of the paper. You can assist by bringing this guidance to the writer, along with the Handbook for the Writing of CS History.

b. Existing Histories. Numerous background studies, operational reviews and chronological summaries of activities have been prepared in the divisions and staffs. Many of these may already meet the basic standards of a historical paper and may include references to basic documents and to participating officers. Irrespective of whether these papers contain all the segments of a historical paper described in Attachment B, we should like to know of their existence and location. Copies of

SECRET

SECRET

these papers are not required or desired for retention in the Historical Staff. It is, however, requested that the appropriate bibliographic information, the file identification and office holding the paper be forwarded for inclusion in the Catalog of CS Histories. (See Attachment C for format and additional facts desired.) Optimistically, I venture that many small, but valuable, portions of our CS History have already been written and with some modification these papers can take their place in our Catalog of CS Histories.

6. Within the next two to three months our initial and basic efforts should be completed. To move ahead in this endeavor will you please take the action indicated in paragraphs three, four and five at your earliest convenience; namely, (a) submission of the list of Knowledgeable Persons, (b) insure that anyone in your component now writing a historical paper or monograph has received a copy of the Handbook and has been placed in contact with me for explanations and further guidance, (c) submission of the bibliographic information on each existing paper, now held in your division or staff, which may be considered as a historical treatment of some activity within its jurisdiction, and (d) engender support within your component, especially through the responsible endeavors of your Records Management Officer, for the preservation of historically valuable source documents and existing historical papers. It is also requested that you consider the general pattern and shape which the history of your component might take. In the near future, I will assist you in your development of a total approach to your history and in your identification of the historical papers which should be prepared within it. We can then discuss this overall plan with your division or staff chief and after his approval, recommend it to the CS Historical Board.

7. With the actions taken as indicated above, your responsibilities as Historical Officer would be to advise me of progress or problems on studies underway, to facilitate arrangements for the physical placement of a writer of a priority paper, and to assist me in providing guidance to an officer drafting a historical monograph or paper. Any suggestions toward the furtherance of the CS historical program will find in me a receptive audience at any time. Your cooperation is appreciated.

25X1A

DD/P Representative,  
Historical Staff

Attachment A--Documents of CS Historical Value  
Attachment B--Profile of a Historical Paper  
Attachment C--Entry for Catalog of CS Histories

SECRET